

Southern Metropolitan Region
Sample - Privacy Statement for Schools
Year 6 to 7 Transition

1. The attached Application for Enrolment Form has been completed by the primary school your child attends from the student information in their records. Personal details such as your family name, child's given name, date of birth and permanent residential address are necessary to ensure that families are provided with as much choice as possible, that all children who require a place in a government secondary school are provided with one, and that the transition process is as smooth as possible for your child.
2. If you wish your child to attend a school currently being attended by an older brother or sister who lives at the same address, we ask you to identify the school, year level and name of brother or sister.
3. In order to assist the primary school to properly implement the transition process, please ensure that all personal information eg address, telephone number, emergency contact details and Family Law Court Orders are current and correct.
4. Once an offer of a secondary school place has been made and you have accepted the offer, administrative information will be sent to that secondary school electronically by the Department of Education administrative system CASES 21.
5. Once you have accepted a placement by enrolling your child into a Victorian government secondary school, the secondary school may request additional information about your child's education abilities. You may be informed by the primary school if additional information is requested. Alternatively the secondary school may request this directly from you.
6. If you require further information concerning the transfer of your child's information, please contact your child's primary school.